

BANK

The user inputs the relevant bank information, such as name, address, contact person and phone numbers in the **Bank Info / Bank** module. Additional information on the Main Bank and Branches is input in the **Branches** module.

DEMONSTRATION

A. Input Main Branch Information

1. **Bank Info / Bank**
2. Select **Add**
3. **Review Date:** “11/30/1995”
4. **Certificate Number:** “55555”
5. **Bank Name:** “*Raven Bank*” (Enter)
6. **Address:** “666 Edgar Allen Poe Lane” (Enter) (Enter)
7. **City:** “*Nevermore*” (Enter)
8. **State/Zip:** “*IA 99999*” (Enter)

HINT:

If the user is unsure of the state abbreviation, press *Enter* when the cursor is in the State box. This brings up a States picklist. Choose the appropriate state and press enter or click to populate the state abbreviation field.

The user can input an abbreviation and if it is incorrect RAVEN displays the picklist for the user to choose the correct state.

The user can also input the first letter of the state and press enter. RAVEN displays the picklist, allowing the user to choose the appropriate state. Once in the picklist, the user can type the first letter of the state and the cursor will move to states beginning with that letter.

9. **Bank Contact:** “*Virginia Clemm*” (Enter)

10. **Bank Phone:** “(712)496-6703”

HINT:

The user does not have to input () or - when inputting phone numbers.

11. **Bank Fax:** “(712)673-1242”

12. Select **Save**

B. Edit the Main Branch Information

1. Select **Edit**

2. Arrow down to or click in the **Bank Fax** field

3. “(712)673-2222”

4. Select **Save** to keep the changes

5. Select **Exit**

BRANCHES

A. Branch Information

1. Select **Banches**

NOTE:

If files have not been downloaded when the user first enters Branches, the RAVEN Notes window displays the following message:

No files have been downloaded into RAVEN; therefore, branch numbers are not available electronically.

Do you wish to continue? Yes/No

If the files have been loaded then the user will not see a RAVEN Notes window and RAVEN will populate the Branch Number field. The user can determine the number of branches reflected in the download(s) by clicking on the Search button. RAVEN assigns consecutive numbers to the branches.

2. Select **Yes**
3. Select **Add**
4. **Branch Number: “1”** (Enter)
5. **Main Office:** Click or Enter to place a check in the box indicating this is the Main Office
6. **Branch Name: “Raven Bank”** (Enter)
7. **Address: “666 Edgar Allen Poe Lane”** (Enter) (Enter)
8. **City: “Nevermore”** (Enter)
9. **State/Zip: “IA 99999”** (Enter)
10.

Hours:	LOBBY	Drive Up
a) Mon.	9:00-3:00	7:00-6:00
b) Tue.	8:30-5:00	7:00-6:00
c) Wed.	10:00-2:00	7:00-6:00
d) Thu.	7:00-12:00	7:00-6:00
e) Fri.	7:00-7:00	7:00-6:00
f) Sat.	9:00-11:00	7:00-6:00



TAKING INVENTORY: BANK and BRANCHES INFO

g) Sun. *CLOSED* *CLOSED*

NOTE:

Words input in the hours boxes are displayed and printed in capital letters regardless of the case in which they are input.

11. **Owned** box should be checked (Refers to ownership of the branch building and property)

HINT:

The owned box defaults to checked (meaning the branch is owned). If the branch is owned, use the arrow key instead of the enter key to bypass this box. The enter key removes the “x” from the box, indicating the branch is leased.

12. (Enter) to check **Tenant** box

RAVEN displays the **Branch Tenant Information** window

- a) Select **Add**
- b) **Tenant Name:** "*Sydney E. Wade and Associates*" (Enter)
- c) **Address:** "*666-A Edgar Allen Poe*" (Enter)
- d) **Monthly Rent:** "*550*" (Enter)
- e) (Enter) thru **Annual Rent** (Calculated by RAVEN if user inputs monthly rent)
- f) **Lease Commencement:** "*02/02/1985*"
- g) **Lease Expiration:** "*02/02/2000*"
- h) Select **Save**

- i) **Tenant Name:** "*Michael T. Johnson*" (Enter)
- j) **Address:** "*666-B Edgar Allen Poe*" (Enter)
- k) **Monthly Rent:** "*1932*" (Enter)
- l) (Enter) thru **Annual Rent**
- m) **Lease Commencement:** "*02/29/1992*"
- n) **Lease Expiration:** "*08/01/1996*"
- o) Select **Save**
- p) Select **Stop**
- q) Select **Exit**

13. **Square Feet:** "*10,000*"(Enter)

14. **Total Safe Deposit Boxes:** "*3,000*"

15. **Rented Safe Deposit Boxes:** "*2,895*"

16. **Number of Branch ATMs:** "*4*" (Enter)

Notice the cursor skips through **Annual Rent** and **Brief Description of Lease Terms**. The user previously indicated the branch was owned; therefore, access to these fields is not needed.

17. Select **Save**

18. Select **Stop**

B. Adding a Second Branch

1. Select **Add**
2. **Branch Number:** "2" (Enter)
3. Arrow through **Main Office** (no *x* in the box)

REMINDER:

There can only be one Main Office. RAVEN allows the user to check Main Office in whichever branch is applicable. However, if the user checks Main Office in Branch 1 and then again in Branch 2, Branch 2 becomes the Main Office and the Main Office tag in Branch 1 is overwritten.

4. **Branch Name:** "*Little Raven Bank*" (Enter)
5. **Address:** "*2131 Cal Ripken Way*" (Enter) (Enter)
6. **City:** "*Baltimore*" (Enter)
7. **State/Zip:** "*MD 90695*" (Enter)
8.

Hours:	LOBBY	Drive Up
a) Mon.	<i>9:00-3:00</i>	<i>7:00-6:00</i>
b) Tue.	<i>8:30-5:00</i>	<i>7:00-6:00</i>
c) Wed.	<i>10:00-2:00</i>	<i>7:00-6:00</i>
d) Thu.	<i>7:00-12:00</i>	<i>7:00-6:00</i>
e) Fri.	<i>7:00-7:00</i>	<i>7:00-6:00</i>
f) Sat.	<i>9:00-11:00</i>	<i>7:00-6:00</i>
g) Sun.	<i>CLOSED</i>	<i>CLOSED</i>
9. **Owned** box should not be checked
10. **Tenant** box should not be checked
11. (Enter) thru the **Square Feet** box
12. **Total Safe Deposit Boxes:** "2,200"
13. **Rented Safe Deposit Boxes:** "900" (Enter)
14. **Number of Branch ATMs:** "0"
- 15.

15. **Annual Rent: “45,000”** (Enter)
16. **Brief Description of Lease Terms: “\$3750/mo, 5 yrs rem, 90 day written notice of termination, 6 mo penalty”** (Enter)
17. Select **Save**
18. Select **Stop**
- C. Edit a Branch
 1. Select **Search**
 2. Select **2 - Little Raven Bank**
 3. Select **Edit**
 4. Arrow down to the **State** box
 5. Press the **Delete** button on the keyboard
 6. Press (Enter) (RAVEN displays the **States** picklist)
 7. Press the **I** key on the keyboard (The cursor moves to Idaho)
 8. Select **Iowa**
 9. Select **Save**
 10. Select **Exit**